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Customs and Courtesies in The Military

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1st CLASS
CUSTOMS AND COURTESIES
IN
THE MILITARY

1ST INFANTRY DIVISION (MECHANIZED) AND FORT RILEY, KANSAS

DECEMBER 1984

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FOREWORD

The military has many traditions and customs, many of which are a specialized form of protocol and etiquette. This handbook has been prepared as a reference guide for your use as needed. If you have a question that is not addressed in this guide or in the reference material listed on page 53, please call the Protocol Office, 239-3926/7.

CHAPTER 1: INVITATIONS

Invitations are either formal or informal. Both types may be extended by written note, in person, or by telephone.

General Guidelines.

1. Invites. Invitations can be mailed, delivered in person, or sent through "Distribution." Invitations to senior officers should be made through his/her secretary or aide. This assures that the desired time is set aside on the calendar.

2. House Guests. If you are invited to an occasion and have a house guest, you may explain to the hostess that this is the reason for declining the invitation. This allows the hostess the opportunity to invite your guest, if she desires. Only the names of the people on the invitation are invited. No children, unless specified.

3. Guest List. When inviting senior officers and civil officials, it is kind to remember they often meet many people and cannot be expected to remember everyone. Therefore, for dinners/buffets a guest list should be enclosed with the invitation. This list is usually sent to the guest of honor; however, for events including the Command Group or other senior officers, the same list may be sent to them. The guest list is a simple listing of the guests invited, e.g., Major & Mrs. John Doe (Mary).

Physical Appearance of an Invitation.

1. Written or Engraved Invitations are normally on 4" X 6" fine quality cards (a size close to 4" X 6" is fine). These cards may be plain (for handwritten invitations) or they may be engraved (see Figure 1-1).

2. Partially Engraved Invitations have key phrases already engraved so you only have to fill in the blanks (see Figure 1-2).

3. Commercial Invitations have key words printed and you fill in the information (see Figure 1-3).

Wording of Invitations.

1. Initials and Abbreviations should be avoided. Exceptions are: Mr., Mrs., Dr., R.s.v.p. (or R.S.V.P.), etc. In the case of initials, if an initial is always used in place of the first or middle name, it may be used, e.g., Captain J. Paul Doe.

2. Titles, Ranks, and Names are written in full, e.g., Major, Colonel, etc. In the Army, both Second and First Lieutenants are referred to as "Lieutenant." (It is not considered incorrect to use "General" instead of "Lieutenant General," "Major General," or "Brigadier General.")

3. Dates and Hours are spelled out on formal invitations with only the day and month capitalized, e.g., Thursday, the eighth of May. Even though "seven-thirty" is correct, "half after or half past seven o'clock" may be considered the more formal by some people. The date and time on casual invitations may be abbreviated. (See figure 1-3.)

4. Persons Answering or Extending Invitations refer to themselves by their full names (a) and to their hosts or guests by their last names (b):

(a) Lieutenant and Mrs. John Doe
accept the invitation of
(b) Colonel and Mrs. Smith.

5. To Designate Honor Guests phrases such as "In honor of . . ." and "To meet . . ." are used.

6. Dress for the occasion is noted in the lower right hand corner (see Chapter 2, Attire).

7. R.s.v.p. (or R.S.V.P) indicates that a reply is mandatory. If there is no R.S.V.P. or Regrets only on the invitation, you are expected to attend, e.g., New Year's Day Reception.

8. Regrets Only means that only those who cannot attend need reply.

9. Strip maps are a helpful tool in locating out-of-the-way addresses.

Major and Mrs. John Doe
request the honor of
the company of
Captain and Mrs. Smith
at a reception
on Saturday, the fifth of June
at half after/past six o'clock
3 Forsyth Avenue

R.S.V.P.
624-1234

Informal

Figure 1-1

Major and Mrs. John Doe
request the pleasure of the company of
Captain and Mrs. Smith
at dinner
on Saturday, the fifth of June
at half past seven o'clock
3 Forsyth Avenue

R.S.V.P.
624-1234

Informal

Figure 1-2

FOR Potluck Dinner
DATE Wed., Oct. 3
TIME 7:30 p.m.
PLACE 100 Smith Avenue
Ft. Riley, KS.

R.S.V.P. (Mary Doe)
624-1234

Casual

Figure 1-3

10. Replies to Invitations.

a. Replies should be made within 24-48 hours, by telephone or note, never in person.

b. In order to gauge food amount and make seating arrangements, the hostess needs to know in advance how many people to expect.

c. Figure 1-4 is an example of an acceptance/regret response to a formal invitation.

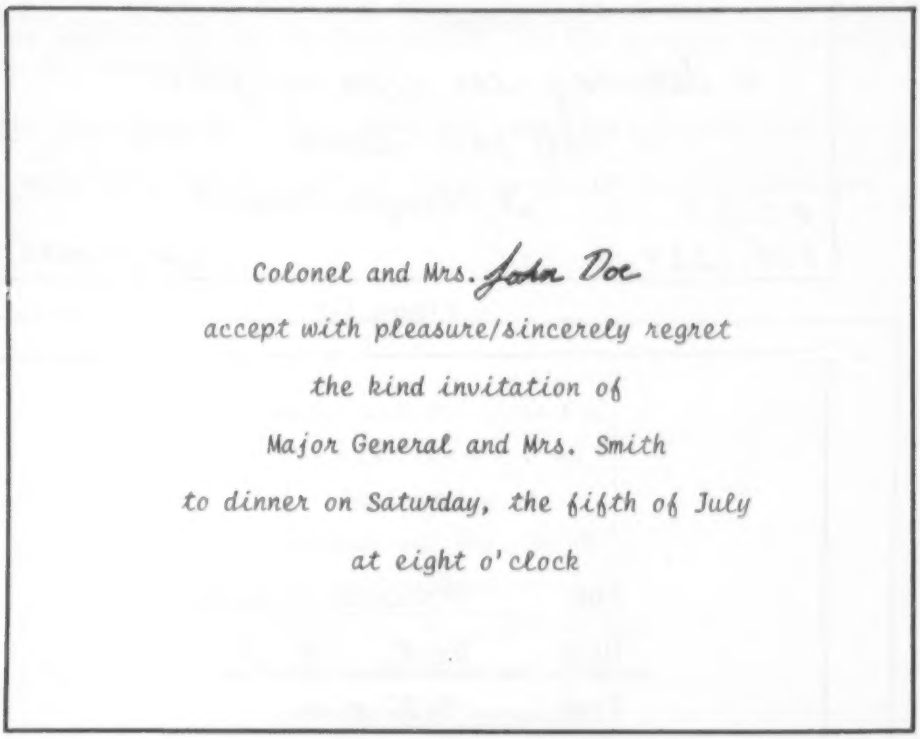

Colonel and Mrs. John Doe
accept with pleasure/sincerely regret
the kind invitation of
Major General and Mrs. Smith
to dinner on Saturday, the fifth of July
at eight o'clock

Figure 1-4

CHAPTER 2: ATTIRE

Dress for social or offical functions is specified as follows:

White Tie	Army evening dress with white bow tie Civilian "tails" Ladies wear long evening gown
Black Tie	Army white uniform with black bow tie Army blue uniform with black bow tie Army white mess Army blue mess Civilian dinner jacket Ladies wear long evening gown
Formal	Army white uniform with black bow tie Army blue uniform with black bow tie Army white mess Army blue mess Civilian dinner jacket Ladies customarily wear long evening gown, or as current style dictates
Semi-Formal	Army blue uniform with four-in-hand tie Army white uniform with four-in-hand tie Business suit Ladies wear short, dressy cocktail dress.
Informal	Business suit or coat and tie Army green uniform - if specified Ladies wear afternoon dress, long skirt, suit, or dressy short dress.
Casual	Sport shirt and slacks or other attire appropriate for the occasion. Ladies wear slacks, casual skirts or attire for occasions, such as pool party, luau, etc.

Additional information concerning proper uniform composition can be found in AR 670-5, Uniform and Insignia. Female officers follow the same guidelines as male officers. See the current "Officer's Guide" for specifics.

Today, most ladies do not wear gloves; however, there are still those who do. Should you be included in a receiving line, or expect to go through a receiving line, and are unsure about wearing gloves, you may consider carrying a pair in your purse. In this manner, if the senior lady should be wearing gloves, you will be able to do likewise.

CHAPTER 3. SEATING ARRANGEMENTS

Seating arrangements are important. Mixing groups may prove to be more enjoyable to the guests, and allow ease in conversation. A seating arrangement with the proper balance of protocol and common sense will help make any event more enjoyable, thus more successful.

Guidelines for Seating.

1. Place of Honor is always to the right of the host for female guests and to the right of the hostess for male guests.

2. Seniority. Guests are seated by rank, alternating left to right from the host and hostess.

3. Couples. Husbands and wives should not be seated together.

4. Guest of Honor. If he/she is not the ranking guest, you may select one of the following:

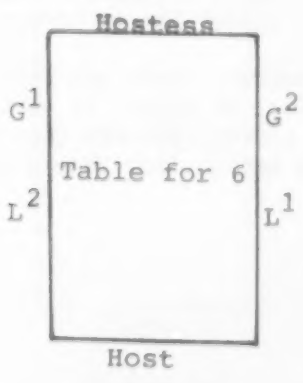
   a. Seat the guest in the place of honor, then seat the ranking guest next in precedence.

   b. If the event is all-male or all-female, make the ranking guest the co-host or co-hostess and place the honor guest in the honor position. (See figure 3-3.)

Seating Diagrams.

Figures 3-1 and 3-2 will aid in visualizing how to seat guests according to rank. They are by no means the "last word" in seating guests and may be altered to suit the specific event or occasion.

According to the "Rule of 4," when the number of guests equals any multiple of four, and the number of women equals the number of men, the host and hostess cannot sit opposite each other without placing two men or two ladies together. To avoid this, the hostess is moved one seat to the left, and the honor guest (or ranking male guest) seated opposite the host.



G-Gentleman
L-Ladies

Figure 3-1

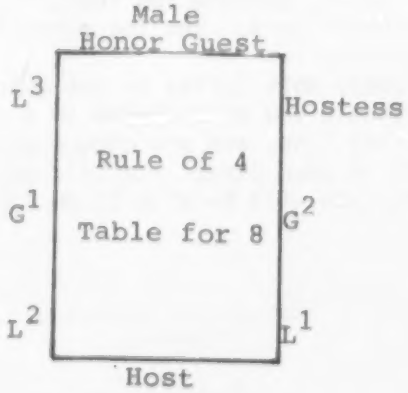


Figure 3-2

G-Gentlemen
L-Lady

Figure 3-3 Seating arrangement for gentlemen/ladies and a co-host/co-hostess. Asterisk (*) shows places of honor.

CHAPTER 4: DINNER NOTES

There are many types of dinner parties, ranging from very casual to formal. You should always entertain in the way that makes you feel most comfortable. If you are invited to a formal dinner, the following tips may prove helpful.

1. Seating Arrangement. At a large dinner, a table diagram, showing the seating arrangement, is usually placed near the entrance to the dining room. Seating should be arranged to stimulate conversation.

2. Escort Cards can be used at small dinner parties. The name of the male guest is written on the envelope with his dinner partner's name written on a card placed inside the envelope. Usually, these are placed on a table close to the entranceway so they can be picked up as the gentlemen arrive.

3. Seating. At dinnertime, the host leads the guests into the dining room by escorting the senior lady or wife of the guest of honor to the table. Others follow in pairs, as noted by escort cards or other method of designating dinner partners. The hostess enters last, escorted by the ranking gentleman (guest of honor). Normally, a gentleman seats the lady on his right. The gentleman assists his partner by sliding her chair away from the table, allowing her to enter her seat from the left (when departing, rise from the right). He then adjusts the chair to her satisfaction. Gentlemen do not sit until all the ladies and senior male guests are seated.

4. Eating. At small dinners, before eating, it is polite to wait until the hostess has begun eating. At large banquets or buffets, it is appropriate to start eating when those around you have been served. If you are in doubt about what to do, take your cue from the hostess. Guests should engage their dinner partners and other close guests in light conversation during the meal.

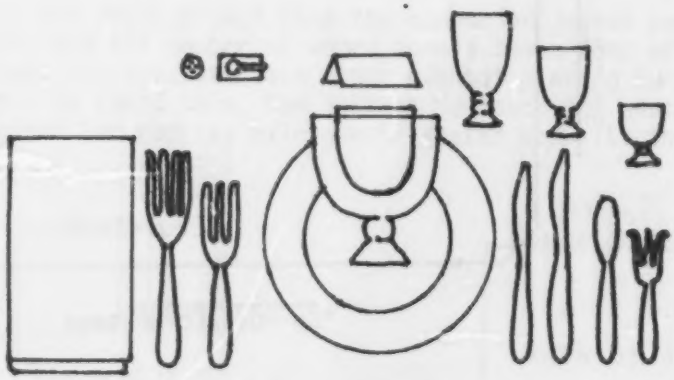
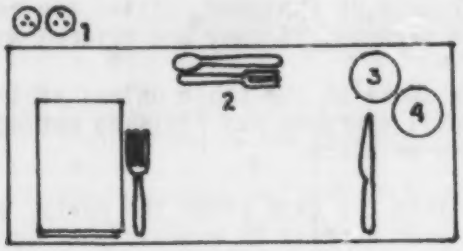


Figure 4-1

FORMAL DINNER

From the left, the meat fork and salad fork. From the right, the seafood cocktail fork, soup spoon (when needed), the salad knife (if needed). The water goblet stays throughout dinner while the wine glasses are removed with their courses (except the dessert wine glass which stays once served).

5. The Buffet. At a buffet, the guests serve themselves from a buffet or dining table. The guests then seat themselves individually in the living room or other room assigned for eating. The room usually will have card tables or small individual folding tables available for the guests. At a sit-down buffet, the guests serve themselves from a buffet table and then seat themselves around the dining table, or in the place designated by the hostess. A buffet dinner can also be served on trays; guests sit wherever they choose. (See Figure 4-2 for sit-down buffet table setting.)



1 - SALT & PEPPER
2 - DESSERT SILVER
3 - WATER GOBLET
4 - WINEGLASS

Figure 4-2

SIT DOWN BUFFET

6. General Dining Hints. Good manners are always correct, whether you are at home or dining out.

a. Senior/Honored Guest. At coffees or other occasions, the senior/honored guest should precede all others to the table.

b. Cocktails. Do not take your cocktails into the dining room.

c. Selecting Silver. Silver is arranged so that the utensils farthest from the plate are used first. If in doubt, take your cue from the hostess.

d. Selecting Food. It is most courteous to take a small portion of each dish offered.

e. The Napkin. Once you are seated, unfold the napkin and place it in your lap. When leaving the table, place your unfolded napkin to the left of your place.

f. Glasses. Never place a glass on a polished wood surface unless coasters/napkins are not provided. Hold long-stemmed glasses at the base of the bowl.

g. Soup. Clear soups, served in cups with handles, may be sipped from the cup. When using a spoon, it must be placed on the saucer when not in use. Thick soups should be consumed with a spoon.

h. Bread/Rolls. Butter bite-sized portions of bread on the edge of the plate.

i. The Knife. While not in use, the knife is always placed at the right or upper center rim of the plate with the cutting edge facing the center of the plate. The butter knife is placed similarly on the butter plate.

j. Serving of Food. Food is always served from the left and beverages are always served from the right. Take the serving spoon with your right hand, select the item of food, and balance it with the serving fork in your left hand. (When the course is finished, plates are removed from the right.) Do not hesitate to take seconds, if they are offered and you so desire.

k. Smoking. Never smoke at the table unless ashtrays are provided. Refrain from smoking until everyone has finished eating. Never put ashes or cigarette butts in a cup or plate.

l. Thank Yous. Within 2-3 days after the party, you should send a note of thanks or telephone your hostess to express your appreciation. (See Figure 4-3.)

m. Repayment. If you desire to repay an invitation, it doesn't have to be "in kind." It should be within your means. Repayment is not needed for command performances, e.g., New Year's Day receptions, Hails and Farewells, etc.

Dear Mrs. Doe/Mary,

Bob and I thank you for a lovely evening in your home. The meal was delicious.

Sincerely,

Jane

October the first

Figure 4-3

CHAPTER 5: TOASTING

Toasting is an age-old custom and is an integral part of military occasions.

Mechanics of Toasting.

1. All guests should participate in the toasting because it is disrespectful not to do so. Non-drinkers may drink water or raise the wine glass to their lips.

2. At formal occasions, other than dining-ins, the toasting is initiated by the host. At casual affairs, toasts may be presented by anyone.

3. Those offering a toast should stand and raise their glasses in salute while expressing goodwill, then drink to the salute.

4. Persons being toasted remain seated and nod their acknowledgment of the toast. They do not drink to the toast, but may offer a toast of their own at the completion.

Ceremonial Toasts.

1. Dining-In. All personnel should be informed of the order and content of the toasts, as well as the correct responses before the dinner. When no foreign dignitaries are in attendance, the presiding officer will stand and propose a toast "TO THE COMMANDER IN CHIEF." While standing, all respond, "THE COMMANDER IN CHIEF." Subsequent toasts may be "TO THE UNITED STATES ARMY" and "TO THE 1ST INFANTRY DIVISION," with like responses to both. After the introduction of the guest (or guests), the toast should be "TO OUR GUESTS" with the response of "HEAR, HEAR." During the toast to guests, the guests remain seated and do not drink to the toast.

2. Dining-Out is similar to a dining-in, the difference is that spouses will be present. When dining-out, a toast is always made to the ladies. It is important for the President/Mr. Vice to make sure the ladies are seated before the toast to them is presented. Female officers are considered ladies during the toast to the ladies, and as such remain seated. As with other people being toasted, the ladies do not raise their glasses to the toast to themselves.

3. Responding to Remarks and Speeches. In response to remarks given by the special guest, you need not give a standing ovation unless you feel the remarks deserve such notice. If you are uncertain as to what to do, follow the lead of the senior guest, or the host. Likewise, the ladies follow the lead of the senior lady present.

CHAPTER 6. CARDS AND CALLS

Officer's Personal Cards.

Formal social calls are rarely made; however, personal cards are useful for New Year's receptions or other receptions, congratulations, accompanying flowers or gifts, messages of condolence, and leave-taking cards.

1. Today, both engraved/printed cards are used. The name should be written in full, without any abbreviations or initials. The lettering should be clear, avoiding both intricate and commercial styles. Scratchouts used to correct changes in rank, position or title on an officer's personal card are used only for a promotion of one rank. Write-ins, to include "Mrs.," are not used.

2. Officer's personal cards measure approximately 3-1/8" X 1-5/8". The size may vary slightly, according to the length of name, title, and type of engraving/printing.

3. Rank, name and service designation may be indicated in one of the following ways:

a. The name is centered on the card with rank and service designation in the lower right hand corner for all ranks. (See figure 6-1.)

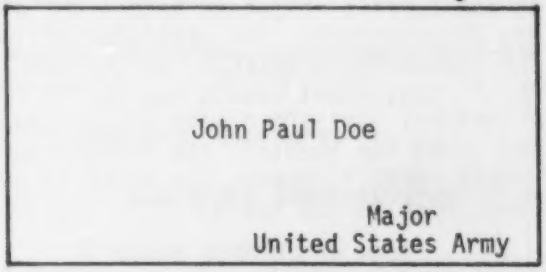


Figure 6-1

b. The rank precedes the name in the center of the card with service designation in the lower right hand corner for field grade officers and above. (See figure 6-2.)

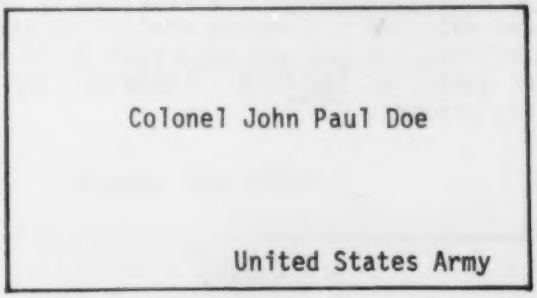


Figure 6-2

4. Personal Cards. For single female officers, measure approximately 2-7/8" X 2". Cards for married females (both officers and wives of officers) measure approximately 3-1/8" X 2-1/4". Again, size may vary with the length of the name.

5. Joint Personal Cards. Measure approximately 3-1/2" X 2-1/2". The officer's branch of service is never indicated on the joint card, since his personal card provides this information.

Formal Social Calls.

1. Number of Cards. The number of cards presented at a formal call is never more than three per person. A man calls on all adults (18 years and older), whereas, a woman calls only on other women. The exception is that a military woman, calling as an officer, calls on all officials for whom calls are required.

2. Joint Cards. When joint cards are used, one joint card and one officer's card are left when calling on a married couple. Cards in addition to the joint card are left in accordance with the rules for individual cards.

CHAPTER 7. INTRODUCTIONS AND FORMS OF ADDRESS

Introductions.

1. The three basic rules to introductions are:

a. Woman's Name First. Men are introduced to women by stating the woman's name first.

b. Older Person's Name First. When two people are of the same sex, the younger adult is introduced to the older adult by stating the older person's name first.

c. Senior Officer's Name First. Junior officers are introduced to senior officers by stating the senior officer's name first.

2. A simple introduction of a few words works best, for example:

a. "Mrs. Smith, Mr. Jones." (directed to Mrs. Smith)

b. "General Doe, Captain Smith." (directed to General Doe)

3. Formal Introductions when called for, are presented below:

a. "Mrs. Doe, I have the honor to present Mr. Jones."

b. "General Doe, may I present Lieutenant Smith."

NOTE: If you have any questions, please call the Protocol Office at 239-3926/3927.

Forms of Address.

1. Married Military Women.

a. If an invitation is extended to a married servicewoman because of her official capacity, it should be addressed as follows:

(1) If the husband is civilian: Major Mary Jane Doe and Mr. Doe.

(2) If the husband is in the military: Major Mary Jane Doe
Colonel John Paul Doe.

(3) If the invite is of a personal nature, senior member's name is written first: Captain John Doe
Lieutenant Jane Doe

2. Other Forms of Address.

a. Chaplains.

(1) Addressing a chaplain verbally is always "Chaplain," as in the following example: Chaplain John Doe (or Chaplain Doe)

(2) In a formal announcement or in writing, a chaplain is addressed as:

Chaplain John Doe
Major, US Army
(Title, if any)

Dear Chaplain Doe,

b. Doctor/Dentists are addressed verbally as "Doctor" up to, and including, the rank of major. From lieutenant colonel and up, chaplains, doctors, and dentists are addressed by rank. In writing, rank is used in all cases. Rank for chaplains is enclosed in parentheses: CH (COL) Doe.

c. Retired Military are addressed: Colonel (Ret.) John Doe.

d. Senior Ladies. It is considered courteous to address a senior officer's wife as "Mrs. Doe." If she desires that you call her by her first name, she will tell you.

3. Telephone Courtesy.

It is customary to identify yourself when answering the telephone, e.g., the lady of the house would say, "Mrs. Doe speaking" or simply, "Mrs. Doe." Children/guests answer the telephone by saying, "Major Doe's quarters, Johnnie Doe speaking."

CHAPTER 8: PLANNING FAREWELLS AND WELCOMES
1ST INFANTRY DIVISION AND FORT RILEY STYLE

This paper has been prepared with the aid of many commanders' wives at Fort Riley. Our wish is to help, and to make you feel comfortable in any situation. We hope to prepare you for other assignments as you and your husband continue on as a team in leadership roles.

It should be established as soon as possible who is to be Official Hostess for a farewell/welcome. You might like to follow the guidelines found at the end of this paper.

About 8 to 10 weeks before the change of command invite the wives of the battalion commanders and wives of brigade S-1,2,3, and 4; and at battalion level, wives of company commanders and wives of battalion S-1,2,3, and 4 to meet with you to discuss plans for farewelling and welcoming of the wives of the outgoing and incoming commanders. Before the meeting, have a tentative plan drawn up. Always check with outgoing first lady for most convenient date to farewell her. Ask for at least two dates and then call the Division Coordinator (wife of the Chief of Staff) for best date.

It is more appropriate to farewell/welcome within a few days before the change of command. If the incoming commander's wife is not here, then you will have to farewell the outgoing commander's wife; and within a week (certainly no more than 2 weeks) of the arrival of the new commander's wife have a welcome for her. If they are both here, of course, it makes the farewell/welcome much easier for the ladies of the brigade or battalion. Remember, ladies being farewelled hold precedence over ladies being welcomed. However, you must keep the wife of the incoming commander informed as to dates and type of farewell/welcome.

The guidance and suggestions in this paper are directed at official farewells/welcomes. Many units have asked about a special or separate luncheon or dinner party for the wife of an outgoing commander. We are not addressing that issue in this paper, as that is your unit's personal and private decision.

You will need several committees, some of which may be combined. The committee is usually headed by the wife of the battalion commander (at brigade level) or company commander (at battalion level), and the ladies in the unit. The wives of the brigade or battalion staff (1,2, 3,4) and the ladies in that particular staff section may also be asked to head committees or work closely with them.

Committees normally deal with:

1. Invitations, to include pouring cards. (See Sample)
2. Refreshments.
3. Decorations and set up of table (See Sample)
4. Pouring.
5. Guest books.
6. Escorts.
7. Receiving line.
8. Name tags.
9. Publicity.
10. Reservations and Finances.

The Official Hostess acts as mistress of ceremonies. It is wise to prepare a 3x5 card with the names of guests of honor. (In times of excitement, anyone is apt to forget a name!) It is more appropriate to use "Jane Doe" or "Mrs. John Doe" -- NOT "Mrs. Jane Doe" (this denotes divorcee) The senior ladies present should also be introduced:

"Mrs. John Doe, wife of the Commanding General"
"Mrs. John Doe, wife of the Assistant Division Commander for Maneuver (or Support)"
"Mrs. John Doe, wife of the Chief of Staff"
"Mrs. John Doe, wife of the Commander of the 1st Brigade, 2d Brigade, Division Artillery, Division Support Comment", etc.

A few kind words of thanks and farewell should be expressed to the wife of the outgoing commander. Present her with her guest book and her farewell gift. Since there is no way a wife of a commander can ever be repaid for her effort and concern for the unit, it is suggested that farewell gifts should be neither ostentatious nor excessively expensive. Monies can come from the unit ladies "kitty" or collections. Recommended guideline suggests that gifts not exceed $50.00 at brigade level and $25.00 at battalion and staff levels. A memorable gift is a scrapbook of the time spent as the first lady of the brigade or battalion. Handmade items are also cherished. (One battalion group of ladies made a quilt for their outgoing commander's wife and she was overwhelmed--each square represented a fun time shared in the battalion.)

After this presentation, ask her if she would like to say a few words.

Next introduce the incoming commander's wife with a few words of welcome--(perhaps tell where she and her husband and family are coming from and mention how many children, ages, etc.) Then present her with her guest book -- hoping she will use it while she is here. (When this same lady is farewelled 2 years hence, the same guest book may be used--if you remember to ask her for it!)

It is not necessary for incoming commander's wife to make remarks, since this is the occasion for the outgoing commander's wife to say her goodbyes. A "Thank you, I'm happy to be here." is an appropriate response.

FURTHER GUIDELINES AND HELPFUL HINTS

An Official Farewell/Welcome need not be a reception (we can't call it a tea at nighttime!) However, a "tea" is an excellent learning experience for a whole unit. Check with the outgoing commander's wife as to her preference, a luncheon, a brunch, or whatever. Before any plans are finalized, she should be aware of your intent. If her preference is something other than a reception, you will basically need to follow the same guidelines, use most of the same committees and procedures.

At brigade level farewell/welcomes, the wife of the brigade executive officer should use the wife of the Chief of Staff and appropriate ADC as resource persons. They, in turn, will keep the wife of the Commanding General informed.

If you are a Battalion within a Brigade (DIVARTY, DISCOM, etc.) please remember it is an absolute necessity to keep the wife of the Brigade Commander informed of all your plans. If you have any questions or problems, she is your resource person. If you are one of the seven separate battalions, please use the same policy with the wife of the appropriate ADC.

Remember too, the wife of the Division Chief of Staff is the coordinator for all of our ladies' activities, and it is essential to keep her informed and you must check dates for any farewell/welcome to commanders' wives with her.

Do not send invitations until the date is cleared with the coordinator on the division calendar.

INVITATIONS

Invitations to large receptions in the 1st Infantry Division and Fort Riley may be issued in a number of ways. The absolutely correct way to do it has not yet been devised. Ordinarily, "invitations are handwritten or engraved, in the third person on white cards in black ink."---Mrs. Field Grade.

In the lower left hand corner, RSVP telephone number would be given and price in the right hand corner. For RSVP use two numbers; one for Fort Riley and one for Manhattan.

A limited number of invitations and envelopes for all official ladies' functions are available through the wife of the Division Chief of Staff.

Remembering that any lady paying for the tea should be considered a combination hostess/guest, here are a few suggestions:

1. Handwritten invitations for wives of commanders and important guests and flyers for everyone else.

or

2. Printed invitations for everyone. (expensive)

or

3. Handwritten invitations for everyone.

The ideal invitations are not fold-over cards, but a single and approximately 5 3/8" wide by 4 1/4" high. Handwriting for invitations and envelopes should be the same. Flyers should follow the same form as the formal invitations and be reproduced on typing paper. The pouring card may be stapled to the flyer if need be.

Invitations should be sent approximately 3 weeks ahead of time. Sending them more than 3 weeks ahead, they are often "put on the back burner" and forgotten. Three weeks gives you and your committees ample time to finalize all your plans.

Wives of CG, ADC's, CofS, and all other senior officers' wives (1st Brigade, 2d Brigade, DIVARTY, DISCOM, 937th Engineer Group, ROTC, USARB, MEDDAC, DENTAC, Deputy Post Commander, and Readiness Group) should be included in Brigade-level farewell/welcome, as well as any of her personal friends from other units or Junction City and Manhattan.

Write separate notes (to be included with invitations) to those who are to pour. They will let you know if they can be there or if they desire to pour. Five to ten minutes is a sufficient pouring time. All ladies who have responded to pouring will be notified of their appointed time the day before the reception. (See sample of pouring cards)

For wives of CG and ADC's, the wife of the Division Command Sergeant Major should be invited.

At Brigade level, the wife of the Division Command Sergeant Major, as well as the wife of the Brigade Command Sergeant Major should be included.

At Battalion level, the wife of the Battalion Command Sergeant Major should be invited. It has been suggested that at the discretion of the wife of the outgoing commander, wives of First Sergeants might also be included.

Guest of Honor should be advised by Official Hostess as to the appropriate number of additional guests that can be accommodated.

Sample invitations follow.

REFRESHMENTS

We encourage you to carefully select your menu (especially if you are entertaining at the Officers' Club). Too often, too much food is ordered. Do not have sweets only, but add a small tea, open face, or finger sandwich, or sausage/cheese wafer, or something similar. Try to keep your expense per person around $3.00. A fruit punch, tea, and coffee (and Sanka) are perfectly acceptable beverages. Remember, an alcoholic punch will make your cost soar.

Estimate how many people will be there and multiply the number by two to arrive at a number for each type of refreshment. Ask for the estimate of the entire cost. It is wise to remind the Officers' Club to brew the tea and Sanka. (Otherwise you may get bags and packets!)

Preliminary arrangements with the Club are made by the Refreshment Chairman, but the contract should be signed by the Official Hostess whose husband belongs to the Club.

It is a good idea to have a table coordinator, as well as a pouring coordinator. (For her duties, see the section on Pouring).

The table coordinator (perhaps two people, if it is a large affair) should carefully check the table before the party begins. Special effort should be taken to ensure that the "Tea Table" remains lovely throughout the reception. If the reception is held at the Officers' Club, table coordinators should inform head waitress as to removing used cups and saucers, replenishing food trays, refilling coffee and tea pots, etc.

In a private home or at a recreation center, Custer House, etc., remember all trays should be replenished in the kitchen, or away from the table (out of view of the guests!).

Soiled cups and saucers should not be placed on the tea table.

DECORATIONS

If the reception is held in a home, everyone can pitch in on the food and, of course, the cost will be minimal. See sample for setting up tea and coffee tray. If candles are on the table they must be lighted. At an evening affair candles add a touch of warmth. On a gloomy day, candles are also appropriate and, of course, the season of the year is to be considered. On a beautiful, bright, and sunny day, candles should not be used, unless the dining room is dark.

Your best silver and china and linens are lovely additions to a tea or reception. Remember, OWC has two silver coffee/tea services, two punch bowls, and numerous silver trays that are available for use by OWC members. Call the 2nd vice-president for more information.

Silk, as well as fresh flowers, may be used as a centerpiece (full on both sides so it can be seen from any angle). Greenery from your yard with a very few flowers makes an attractive centerpiece. Pine or evergreens during the winter season look lovely.

It is suggested that a few chairs and tables be available for guests who tire. Sufficient side tables will offer the ladies a place to put their soiled cups and saucers. It would be wise to see that there is not an unattractive number of cups and saucers or punch cups on the table and that they are not stacked.

Simple piano background music is a lovely addition.

ESCORTS

Each senior lady should be provided as an escort a personable young woman who will feel at ease in her role.

The escort meets her lady at the door, hangs up her coat, gets her nametag, goes through the receiving line with her, checks with the pouring coordinator to see if the schedule has been altered, gets her lady to the table to pour at her appointed time; and in general, sees to it that she is warmly welcomed. Upon the senior lady's departure, the escort gets the lady's coat and walks with her to the door.

Make sure the incoming commander's wife has an escort to accompany her as she greets people after the receiving line. Her escort should provide her choice of beverage. The escort should introduce guests to the incoming commander's wife by saying, "This is Mary Jones--her husband is a platoon leader in B Company, and they have a new baby boy." This provides the opportunity for the incoming commander's wife to become better acquainted; and makes everyone feel more relaxed and comfortable.

If a guest is engaged in conversation the escort need not remain with her, but should check back occasionally. Pouring should not begin until the senior lady goes through the receiving line with her escort. The escort accompanies the senior lady to the tea table and sees that she is comfortably settled.

If an escort is picking up a senior lady the escort should allow sufficient time to arrive at the function a few minutes prior to the actual starting time. A personal call should be made to her several days in advance as to the time she would like to be picked up. The person who is escorting the honoree should see that she arrives 5 to 10 minutes before the receiving line begins. All other escorts should arrive at least 20 minutes ahead of time.

Escorts should know, if several ladies are being picked up with a senior officer's wife, that the senior lady is picked up last and taken home first; and she should be seated in the front seat.

Escorts may wish to drop the senior lady off at the front door and then park the car. If this be the case, then there should be several "greeters" on stand-by at the front door to welcome guests.

RECEIVING LINE

Wife of Brigade or Battalion Executive Officer, wife of outgoing commander, and wife of incoming commander -- in that order.

A safe and good rule of thumb is to say first, the name of the lady in the line, then the name of the lady coming through the line. A simple "hello" or "welcome to Fort Riley" is sufficient for those going through the line.

The receiving line at brigade level should probably last no longer than 20-30 minutes (15 at battalion level). After that time, the wife of the executive officer simply says, "I think all of our guests have arrived, now we can visit with them"; or something to that effect. She should remind all ladies of the unit that they have an obligation, at the very minimum, to say hello to all of the guests.

If the reception is done in a home, or if the space is cramped, realizing that many of the battalion ladies on the various committees will be there early to help, these guidelines have been suggested:

1. Once the receiving line has been set up, let the committee members proceed through the line before guests arrive.

2. When the senior lady arrives, have her go through the line with her escort and start the pouring.

OR

3. Wait until the senior lady goes through the receiving line and starts pouring, and then committee members go through the line. (This can cause problems if committee members have urgent duties at the beginning of the party.)

Decide which way is best-suited for your particular need.

POURING

In usual circumstances, pouring should be done according to the husband's rank and the beverage. Coffee is first; tea, second; punch, third. (Although it may be the most popular!) Except for rare occasions, ladies whose husbands hold rank of lieutenant colonel or above are not asked to pour punch. In England tea is "first" but for Americans, it is coffee. German ladies and probably most host-country ladies should not be asked to pour because the custom in the host nation is for servants to pour. It is probably best not to ask the guest of honor to pour.

The pouring coordinator should compile a list of the ladies who should pour in order of their husbands' ranks with approximate times (5 to 10 minute intervals) and tables (coffee and tea, or punch). Put escort's name beside the pourer's name, write approximate time of pouring on a slip of paper and give it to the escorts at the time of the function.

If someone arrives later than she is scheduled to pour, just continue down the list. Don't hold the schedule up waiting for her. As soon as this latecomer arrives, just slip her into the schedule. Be flexible.

The pouring coordinator is responsible for the proper set-up of the tea and coffee trays and the table (also punch table, if separate), as well as for seeing to it that the ladies who are pouring (both coffee and punch) get to their station at the appointed time. Escorts should also be aware of time for their particular senior lady to pour.

The pouring coordinator might be wise to set up a pouring committee to take over if the list of pourers is exhausted before the party is over. (Unlikely if you plan pouring schedule carefully)

The following guidelines are suggested in order to gain experience in pouring, especially coffee and tea, we use the following plan:

1. At brigade level, only the wives of the Command Group, along with battalion commanders and staff within the brigade will pour coffee and tea.

2. At battalion level, the wives of the CG, ADCs, C/S, and Brigade Commander, along with wives of the Battalion XO, Battalion S-1,2,3, and 5 and company commanders will pour coffee and tea. Suggested times are 5 minutes for Command Group and 10 minutes for all others. Hopefully this will give our younger officers' wives an opportunity to pour coffee and tea and will be a learning experience for them.

DUTIES OF THE POURER

1. Coffee and tea pourers are seated in front of silver service.

2. Place linen napkin provided for you in your lap.

3. Greet guests and ask "Would you care for coffee or tea?" (If tea, ask "with lemon?")

4. Pick up cup and saucer (lemon slice goes in tea cup) and pour beverage.

5. Ask "Would you care for cream or sugar? One lump or two?"

6. Add the proper ingredient. Place the spoon to the right of the cup on the saucer. No spoon is needed when neither cream, sugar, nor lemon are used. Pick up a napkin and hand both to the guest.

7. When you are being replaced as pourer, either place the linen napkin in the chair, place it to the side of the tray, or hand it to the lady who follows.

8. For punch, fill the cup 3/4 full, give the guests a napkin with the punch cup.

NAMETAGS

Nametags should be used at brigade and battalion level farewell/welcome receptions. Guests' nametags should be made up ahead of time. Use "Mrs. Doe" for wives of General Officers and all full Colonels.

At farewell/welcome for wife of the Commanding General and Assistant Division Commanders, perhaps each unit could be responsible for their own nametags or a committee can make them all up ahead of time.

PUBLICITY

After the event, the unit publicity chairman should do the write-up and turn it in to the Fort Riley POST, or for publication in the Post Section of the Sunday Daily Union or for both. (See memo on organization/unit publicity chairmen and memo on social notices for Fort Riley POST) At brigade level, the Headquarters Publicity Chairman does the write-up, and at battalion level, their publicity person is responsible. Let OWC publicity do write-up for wives of CG, ADCs, C/S, and DPC.

RESERVATIONS AND FINANCES

When charges are incurred, everyone attending, with the exception of the guests of honor, will be expected to pay. It has been suggested that a party sheet is the most expedient way to facilitate charges (they are even helpful at a home function or a downtown restaurant). Here are several suggestions as to how to collect money from non-club members:

1. A small table may be discreetly placed away from the nametags and the entrance, at the time of the function.

OR

2. At brigade level, wives of battalion commanders collect from non-club members. At battalion level, the battalion treasurer collects.

If you do plan an official farewell/welcome in some place other than the Club, you still must keep receipts for incidental expenses.

The reservation chairman should be given a guest list and this list should indicate those invited to pour. This way she can merely check off their name if they do accept to attend and to pour. The following sample was suggested as an easy form to use.

NAME	CLUB CARD #	ATTEND	POUR	NO POUR
Mrs. Doe	16112	X		X

AD LIBS

The OWC is responsible, with the coordinating effort of the SOWAG, (Senior Officers' Wives' Advisory Group) to farewell/welcome the wife of the Commanding General, 1st Infantry Division (Mech) and Fort Riley. Money has been set aside in the OWC budget for this purpose. The OWC president and board should work closely with the wife of the Chief of Staff and other senior ladies to facilitate her farewell/welcome. The wives of the ADC(M) and ADC(S) should be farewelled/welcomed by the wife of the CG, SOWAG, and those separate battalion commanders' wives whose husbands work for the particular ADC. These receptions are traditionally held at Quarters #1. There are no funds available except by donations and pooling resources.

The wife of the Chief of Staff should be farewelled/welcomed by all staff sections, as a group. The wife of the senior staff officer acts as the coordinator. Check with the wife of the Commanding General as to any special needs. Funds for this will have to come from the various staff sections.

The wife of the Deputy Post Commander should be farewelled/welcomed by all sections on the post side of the Army community, with the wife of the senior staff officer acting as coordinator. Use the same guidelines as for the wife of the Chief of Staff for funds, resources, etc.

At staff level farewell/welcomes, the wife of the Deputy of the Staff section should use the wife of the Chief of Staff as resource person. Check dates with her and use the same guidelines as for battalions. Likewise, for separate battalions -- use appropriate ADC's wife. Do not send any invitations until the date is cleared with the Division Coordinator to insure there are no conflicts with other units.

Whenever possible, at command or staff level, the official farewell/welcome should be conducted as one function. This is practical because oftentimes at command/staff level the incoming officer and his family are already on the post awaiting a command/staff assignment. Please coordinate with the Brigade Commander's wife for the best date. She is your resource person for protocol or any other questions you may have. For battalion farewell/welcome, the wives of the CG, ADCs, CofS, and wives of all battalion commanders within the brigade should be invited. Likewise for the seven separates, all other separate battalion commanders' wives should be invited. Remember the person being farewelled always has precedence over the person being welcomed. Please keep the wife of the Brigade Commander aware of all of your plans. The Division Coordinator should also be kept informed.

One person should be able to manage both guest books, except at very large receptions. Have books on a table with two pens and one lady from the unit sitting there and asking people to sign.

Many ladies do not care for corsages, so before you order flowers for the wives of the commanders, be sure to check with the outgoing commander's wife. Her desire takes precedence (in other words, if she wants to wear a corsage, then both ladies must; if on the other hand, she does not, then neither lady will have a corsage.)

We find it an extremely touchy subject to discuss appropriate dress for ladies. However, jeans and most pantsuits are not considered suitable for a reception.

Trying to visualize other questions that might arise is not easy. That is why you must keep in close touch with the appropriate senior lady in the Brigade or the ADC's wife, or the wife of the Chief of Staff.

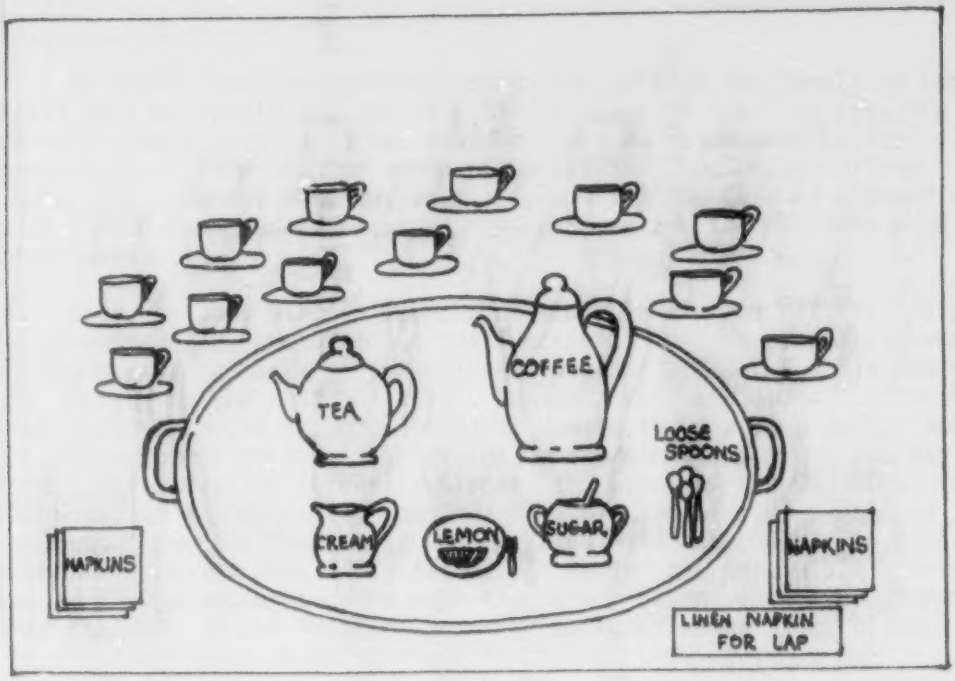
Remember common sense and good taste should prevail at all times. Knowing what to do will help you feel secure and comfortable!

SUGGESTED ON-POST ALTERNATE LOCATIONS FOR FAREWELLS AND WELCOMES

1. Private quarters.
2. Custer House
3. Grimes Hall.
4. Recreation Centers.
5. Chapel social rooms.
6. Cavalry Museum.

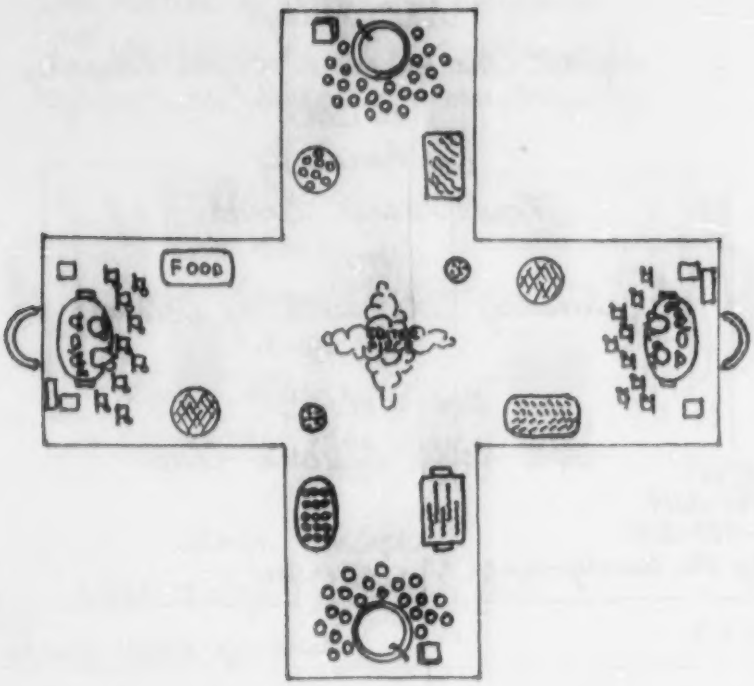
HONORED GUEST	GROUPS RESPONSIBLE	OFFICIAL HOSTESS
Wife of:		Wife of:
*Commanding General	SOWAG & OWC President	Chief of Staff
*Assistant Division Commander (M)	SOWAG & appropriate Sep Bn Cdr Wives	Chief of Staff
*Assistant Division Commander (S)	SOWAG & appropriate Sep Bn Cdr Wives	Chief of Staff
*Chief of Staff	All Division Staff Sections	Senior Staff Officer
*Deputy Post Commander	All Post Staff Sections	Senior Post Staff Officer
Brigade Commander	Wives of brigade XO, all Bn Cdrs & Bde Staff	XO
Battalion Commander	Wives of Battalion XO, all Co Cdrs & Bn Staff	XO
Head of Staff Section	Wife of Deputy & all ladies within the section	Deputy
*III Region ROTC Commander	Senior wives and wife of the Region Chief of Staff	Chief of Staff III ROTC Region
Readiness Group		
Hospital Commander	Wives of XO and all Senior Officers	XO
DENTAC Commander	Wives of XO and all Senior Officers	XO
USARB Commander	Wives of Deputy Commander & Bn Cdrs Bde Staff	XO
Command Chaplain	All Chaplains' Wives	Next Senior Chaplain

*These ladies, plus the honorees, should be offered transportation by escorts.

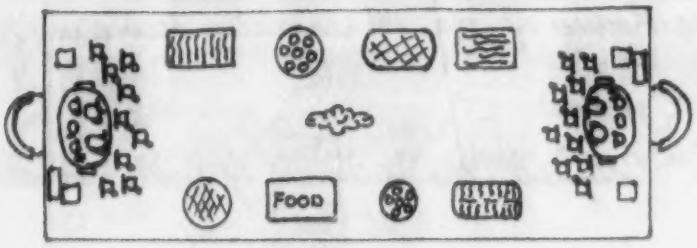


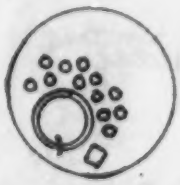
Proper set-up for coffee and tea tray

Coffee and tea on one end of table and punch on the other



Large reception with two punch stations and two coffee and tea stations.





Coffee and tea at both ends of table with separate punch table

For the wife of the Commanding General:

The Ladies of the 1st Infantry Division (Mechanized)
and
Fort Riley
request the pleasure of your company
at Tea
in honor of
Mrs. George Smith
on
Tuesday, the sixth of October
at
two o'clock
Fort Riley Officers' Club

RSVP
784-3219
1-539-2110
By the twenty-ninth of September

For the wife of an assistant Division Commander:

The Ladies of the 1st Infantry Division (Mechanized)
and
Fort Riley
request the pleasure of your company
at Tea
in honor of
Mrs. Timothy Bailey
on
Friday, the eighteenth of April
at
two o'clock
Quarters 1, Barry Avenue

RSVP
784-5590
1-776-3809
By the tenth of April

Brigade Commander's wife:

The Ladies of the 1st Brigade
1st Infantry Division (Mechanized)
request the pleasure of your company
at a
Reception
in honor of
Mrs. James Barkman
and
Mrs. Allan Perry
on Thursday, the fifth of May
at
seven o'clock
Fort Riley Officers' Club

RSVP
784-8651
1-776-4002
By the twenty-eighth of April

$3.00

Battalion Commander's wife:

The Ladies of the 1st Battalion, 6th Field Artillery
1st Infantry Division (Mechanized)
request the pleasure of your company
at a
Luncheon
in honor of
Mrs. William Jones
on Wednesday, the fourteenth of June
at
eleven thirty o'clock
Quarters 120 B, Sheridan Avenue

RSVP
784-9867
1-776-5434
By the ninth of June

"To remind" the Honoree:

The Ladies of the Office
of the Deputy Chief of Staff for Operations
1st Infantry Division (Mechanized)
request the pleasure of your company
at a
Coffee
in honor of
Mrs. Joseph Barton
on Tuesday, the sixth of September
at
seven o'clock
Quarters 302 A, Carpenter Avenue

To remind

Pouring card example:

We would be pleased if you
would do us the honor of pouring.

CHAPTER 9. MISCELLANEOUS TIPS

A. Receptions are a popular form of official entertainment. They are intended to honor individuals or a specific occasion (e.g., welcome a new officer to an organization, wedding, etc.) The atmosphere is somewhat more formal, the duration is prescribed, and there is always a receiving line. Hints for the receiving line follow:

1. Arrive before the receiving line is disbanded.

2. Do not smoke or drink in the receiving line.

3. Do not shake hands with the Announcer/Adjutant.

4. Keep introduction remarks brief, e.g., "How do you do?" is adequate.

5. After passing through the line, guests snould mingle and visit with as many guests as possible. Merely say, "Excuse me," and move on to other guests. Never leave a lady standing alone.

6. Thank the host and hostess before leaving.

B. Changes of Command and Parades. There are numerous occasions in which an Army wife can show her pride and enthusiasm for her husband's unit by her attendance at parades, retirement ceremonies, retreats, changes of command, and other special displays. Hints for attending such events follow:

1. Always be on time; never late.

2. Dress appropriately.

3. Well-behaved children are encouraged to attend. If the child misbehaves, please take the child away from the area.

4. Laughing, loud talking, and smoking are inappropriate for the occasion.

5. Always stand when the flag passes and when the "National Anthem" is played.

C. Salutes and Honors. The military way of greeting fellow soldiers is the hand salute. It is also used to honor the flag. Hints about the salute and honors follow:

1. Military:

a. Salute is required during the playing of "The Star Spangled Banner," "To the Colors," and "Hail to the Chief."

b. Salute is required in all official greetings, when the national colors pass, and on ceremonial occasions.

c. When within sight of the flag or within the sound of the music of "Reveille" or "Retreat," the salute is required.

2. Civilians:

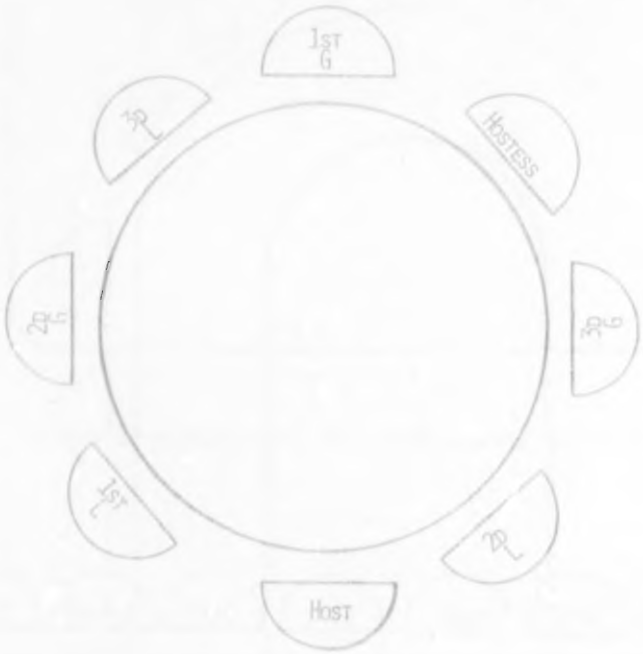
a. Civilian may place his/her right hand over his/her heart during the playing of "The Star Spangled Banner" and when the American flag passes. At indoor ceremonies, this is unnecessary.

b. When within sight of the flag or within the sound of the music of "Reveille" or "Retreat" you should stand facing the flag/music. Children should stop playing and observe the custom of the ceremony.

NOTE: More information is provided in Chapter 10, Protocol Office Section.

CHAPTER 10. PROTOCOL OFFICE INFORMATION.

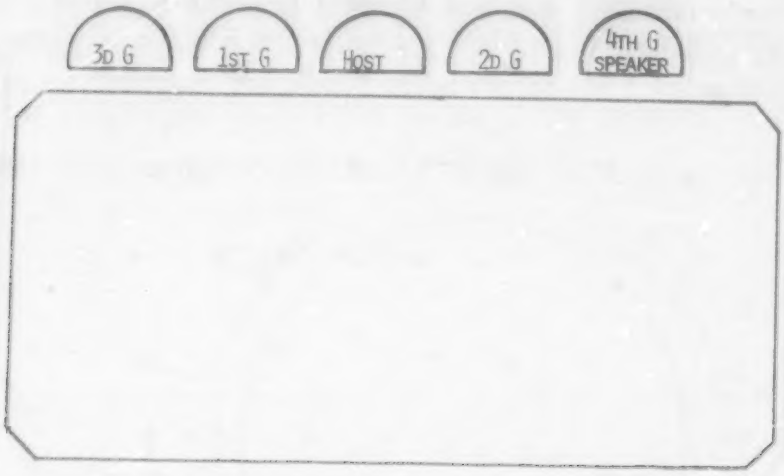
A. Banquets and Dinners at the Club. Head tables are required for all official banquets, whether all-male, all-female, or mixed groups. Seating for speakers or toastmasters may be difficult if they are of a lower rank than most of the guests. Speakers (and toastmasters) should be placed as near the center of the table as possible without upsetting protocol too much. The following seating arrangements show seating of speakers of lower rank than the other guests. (If the speaker is high-ranking, place him/her according to protocol.)



G-Gentleman
L-Lady

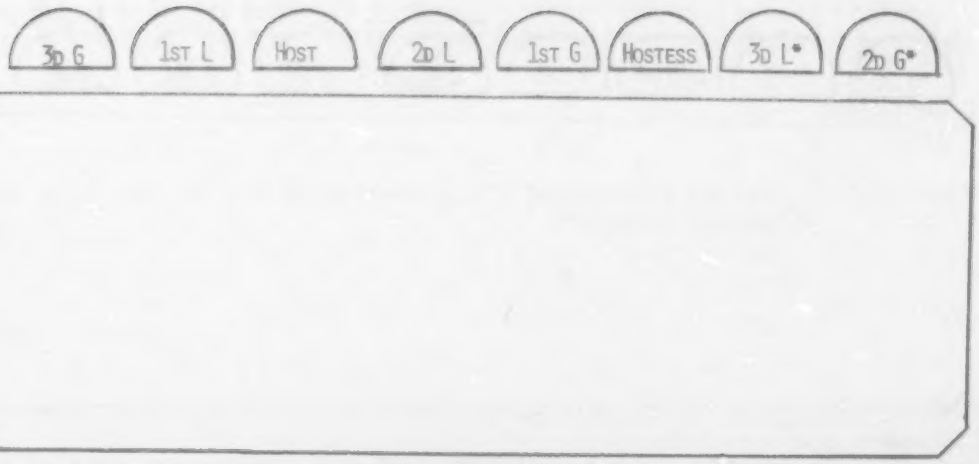
Figure 10-1 Seating arrangement for dinner according to the "Rule of 4" (Married Couples).

For the large dinner or dining-in, table diagrams illustrating the seating arrangement should be placed near the entrance to the dining room, taking care to leave it out of the traffic flow. For mixed groups, a lady is never placed at the end of the table. (See figures 10-2 through 10-5.)



G-Gentleman

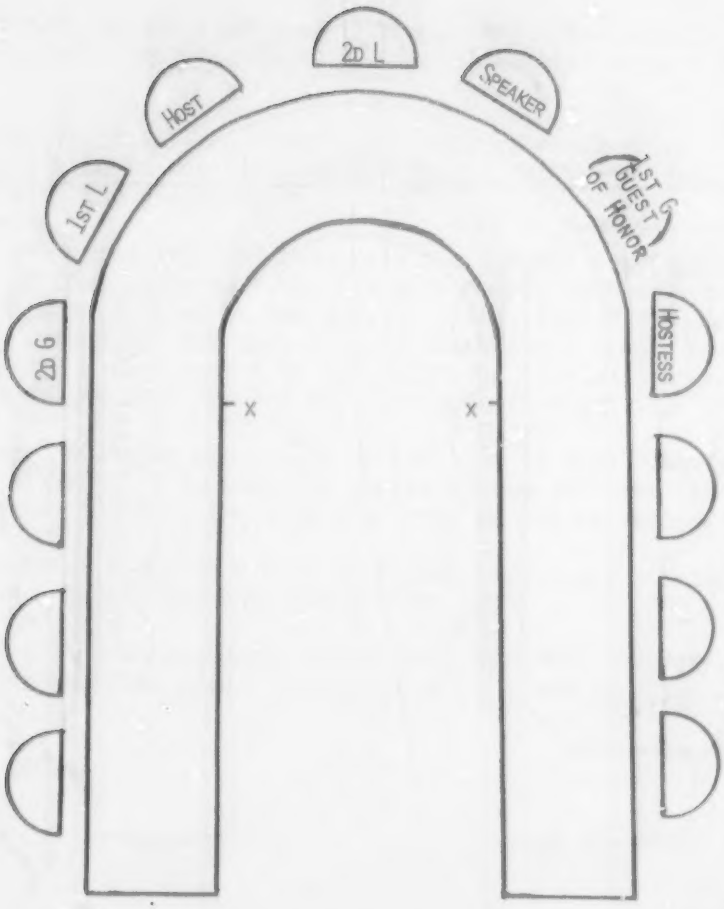
Figure 10-2 Seating arrangement for the speaker's table



G-Gentleman
L-Lady

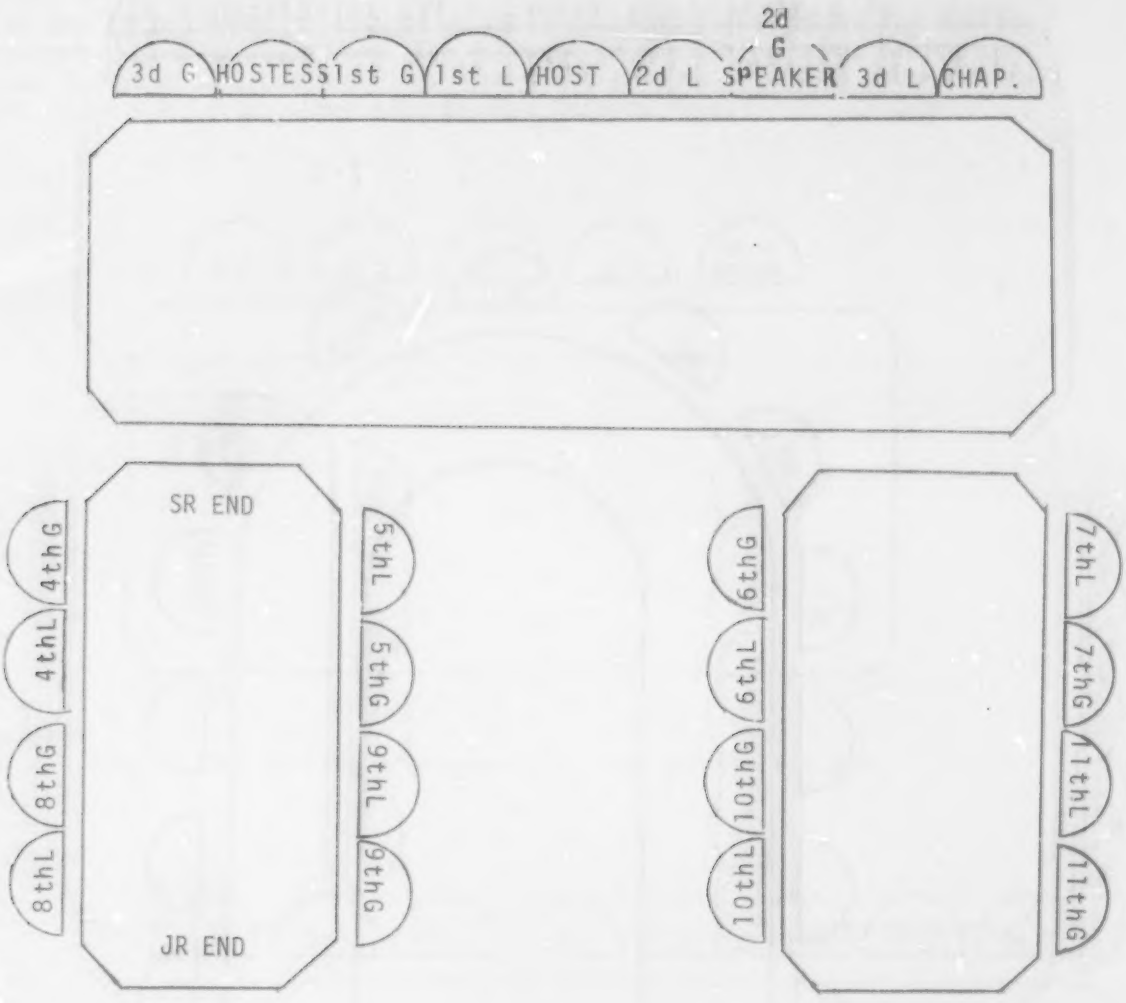
Figure 10-3 Seating arrangement for the speaker's table, couples.

*Arrangement avoids placing a woman at the end of the table.



G-Gentleman
L-Lady
X-No Seating

Figure 10-4 Seating arrangement for the speaker's table in "U" formation (no seating above the X).



G-Gentleman
L-Lady

Figure 10-5 Seating arrangement for the speaker's table, with finger tables. (Junior and Senior ends are semiformal)

B. Receptions and Receiving Lines.

1. Guests are expected to arrive before the receiving line is disbanded, usually within the first 35 minutes of the reception. The size of the reception will have a definite bearing on the length of time the receiving line will be open. For example, a receiving line for a battalion function will be disbanded after 10 to 15 minutes. Guests should check on how long the receiving line will be open if they will not be among the early guests.

2. The order of persons in the receiving line may vary. The sequence used here is: Announcer, Host, Hostess, Guest of Honor, Guest of Honor's Spouse, Extra man.

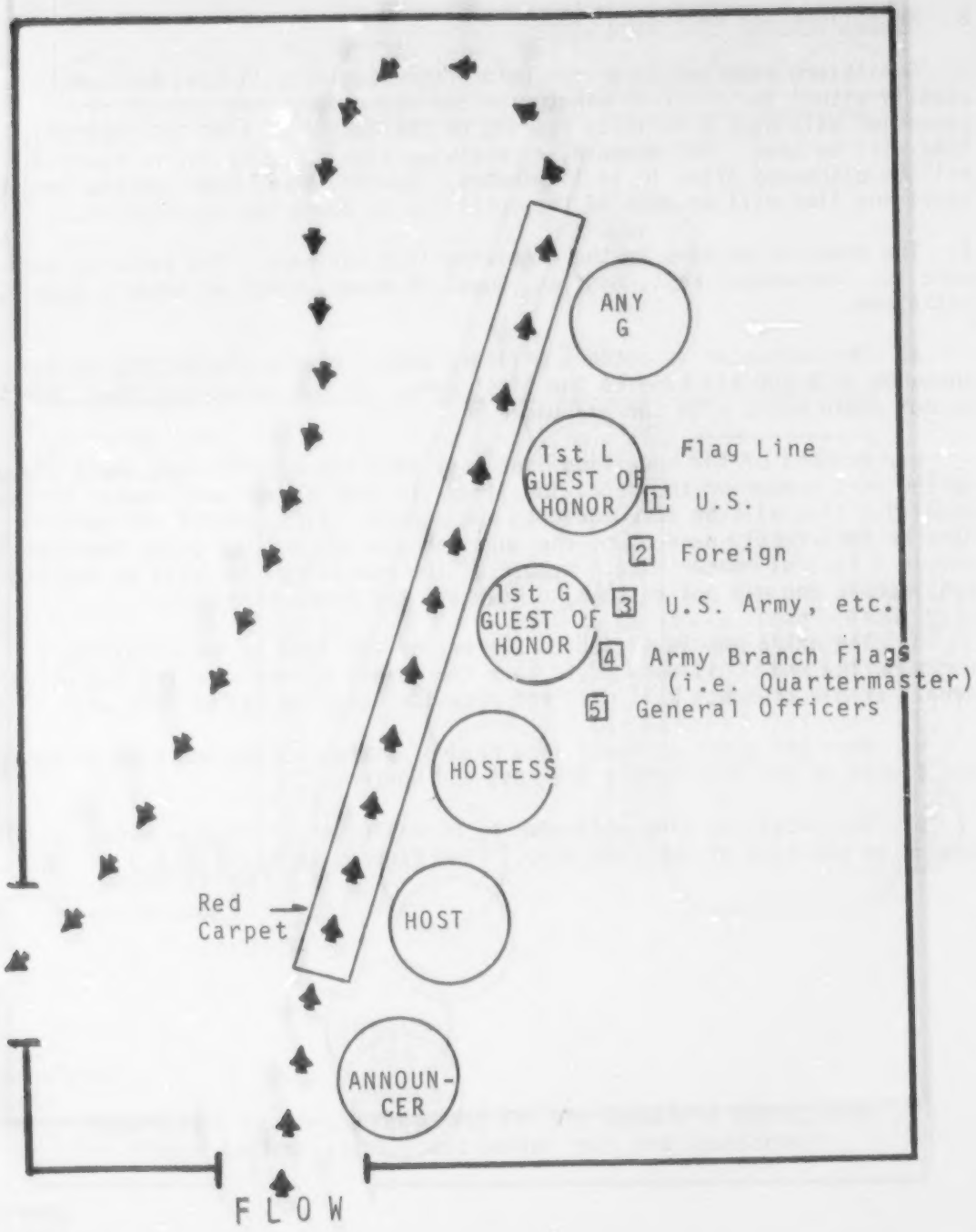
a. The announcer is often a military aide. His responsibility is to announce each guest's name to the first member in the receiving line. Guests do not shake hands with the announcer.

b. Members of the receiving line must pass the name of each guest along to the next member of the receiving line. In this manner each member of the receiving line will be introduced to the guests. Also, should the guest's name be incorrectly passed on, the guest should correct the error immediately and in a tactful manner. Each member of the receiving line will be meeting many people and may not be able to keep all the names straight.

c. The extra man is placed on the end of the line to avoid leaving a woman on the end. His duty is to keep the guests moving into the reception area. If his presence will make the line too long, he may be left off.

d. When the guest of honor is a head of state, he/she and his/her spouse are placed in the line before the host and hostess.

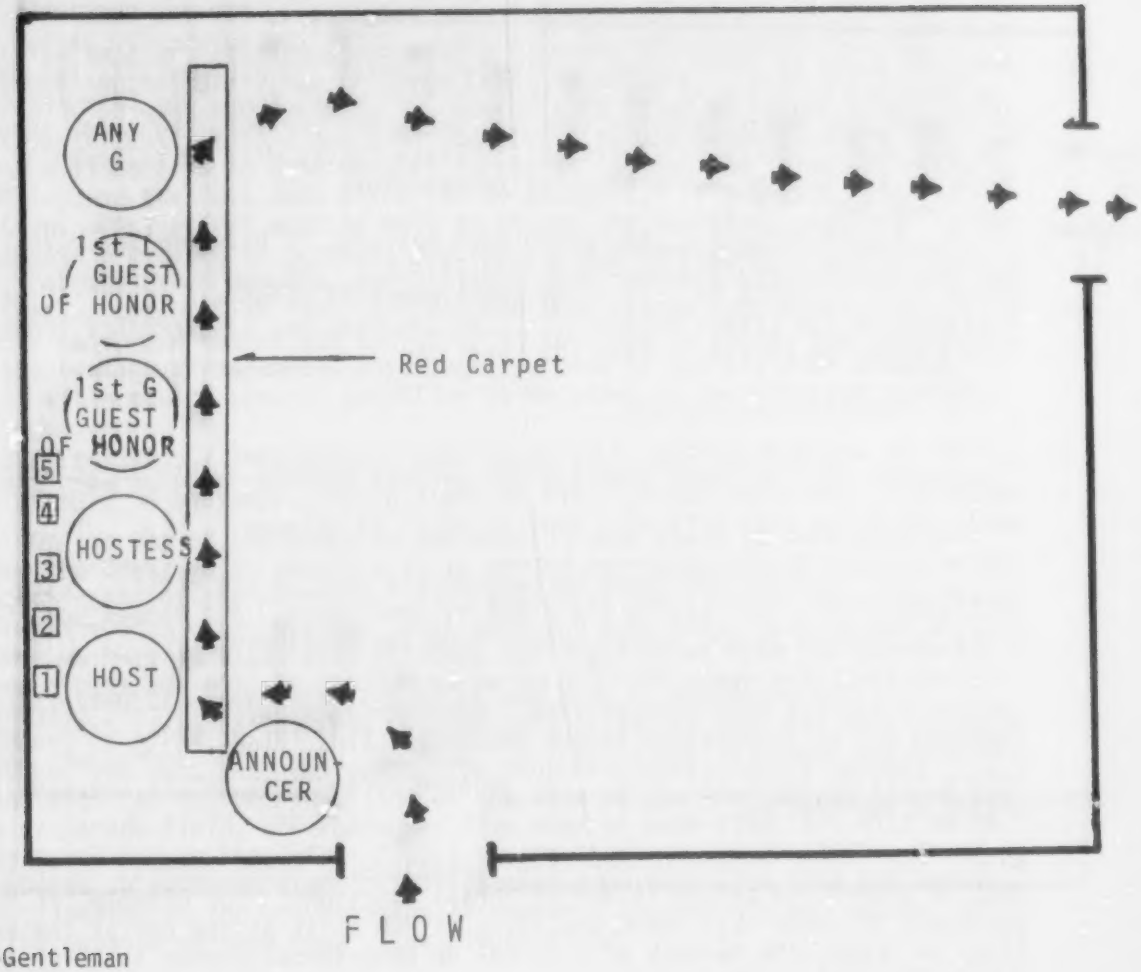
e. The receiving line arrangement, normal order or reverse order, will depend on the size of the room used. (See figures 10-6 and 10-7.)



G-Gentleman
L-Lady

Receiving Line of Reverse Order

Figure 10-6



G-Gentleman
L-Lady

Flag Line
1. U.S.
2. Foreign
3. U.S. Army, etc.
4. Army Branch Flags (i.e. Quartermaster)
5. General Officers

Receiving Line of Normal Order

Figure 10-7

C. Special Toasts.

1. British Customs.

a. At British official dinners given for a high ranking American officer, the British official rises during or after the dessert to toast "TO THE PRESIDENT OF THE UNITED STATES." The response is "TO THE PRESIDENT." Then "The Star Spangled Banner" is played. After the guests are seated, the American guest of honor rises to propose a toast "TO HER MAJESTY, THE QUEEN". The response to which is "TO HER MAJESTY," at which time "God Save the Queen" is played. If monarchs other than the Queen are present, the toast should be "TO HER MAJESTY QUEEN ELIZABETH, II." These toasts will be followed by short speeches and toasts to the services represented.

2. French Customs. The French host may say, "I have the honor to propose a toast to the President of the United States." The proper response for the guest of honor could be, "It is my great honor to propose a toast to the President of the French Republic." (The Italians may also preface their toasts with the phrase "I have the honor to . . .")

3. Scandinavian Customs.

a. Skoals are used more often than ceremonial toasts in Scandinavian countries. The hosts "skoal" each of their guests; however, no wine is drunk until the hosts have offered a general skoal of welcome.

b. Skoaling continues throughout the meal by the guests. Each gentleman skoals the lady to his right at least once. All ladies must be alert to respond to individual skoals from the gentlemen.

c. The procedure in skoaling is to raise the glass slightly, looking directly into the eyes of the skoaled person, drawing the glass down toward the body and bowing slightly, saying, "SKOAL." You drink and salute again before setting the glass down. The skoaled person must return the skoal within a few minutes.

NOTE: Individual countries may have variations of these general customs that must be understood before attending social functions. For example, in Norway the guest of honor will thank the hosts with a toast at the end of the meal. Also, in Sweden the hostess of a formal or semi-formal dinner is never skoaled during the meal by the guests.

3. German Customs.

a. Normally, the German Army (Bundeswehr) does not toast the political leaders of their country. If, however, they are hosting a large number of American guests, or are invited to an American dinner, they will follow the American toasting customs.

b. The appropriate German equivalents should be used during toasting. The toast to the President of the United States would be responded to by a toast to the Bundes-president of the Federal Republic of Germany. The response to a toast to the American Army would be to "THE GERMAN BUNDESWEHR." An example of a toast to a division would be to "THE TENTH PANZER DIVISION."

D. Changes of Command and Parades

1. This section is designed to inform guests at official ceremonies and parades of what they can expect to occur. This step-by-step explanation of normal procedures should make your attendance at these functions more enjoyable.

2. The unit or activity sponsoring a ceremony will send out written invitations approximately two to three weeks in advance. These invitations should tell you what the function is; where it is going to be held; what time it will begin; what uniform and civilian attire should be worn; where the ceremony will be held in case weather forces it inside; the telephone number to RSVP to, and the last date RSVPs can be accepted. If you RSVP "yes" to the invitation, every effort must be made to attend the function. Seating arrangements are based on protocol and can cause embarrassment to honored guests, Command Group members, and invitees when the reserved-seating area has empty seats. If you RSVP "yes" or "no" and then change your mind, call the same RSVP telephone number and ask if it is too late to change your response. After the seating arrangements have been approved by the Division Command Group it will require special attention to be added to the reserved seating.

*When you receive any invitation requiring an RSVP, ensure that you do reply. RSVPs are used to plan reserved seating and purchase supplies for receptions.

3. On the day of the function you should check again to make sure you remember the dress. You should plan to arrive approximately 15 minutes prior to the beginning of the ceremony. This will give you time to find your seats and socialize with other guests. With our busy schedules, this is one of the few times we have to visit with officers and dignitaries from the community. When you arrive you will be greeted by an usher. The usher will have an alphabetized list of all guests expected. Next to each name will be a letter and number, (e.g. A1, B2). This letter and number corresponds to the row and seat number you have been assigned. The rows are identified by letters starting with "A" on the right side of the isle as you are looking toward the troops or parade field. If there are five rows on each side, A-E will be on the right and F-J on the left. F will be the front row on the left. Seats are numbered in each row starting with number 1 on each side from the center. The seat located on the center isles is number 1 and the highest number seat is on the outside of each row. (See Figure 10-8)

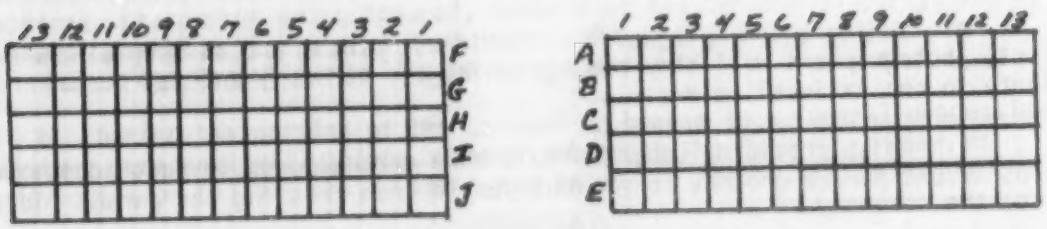


Figure 10-8

The usher will find your name on the list and tell you the number. The usher will offer to escort you to your seat. If you need assistance finding your seat, feel free to accept this assistance. If you can find your seat unassisted, decline the help. The more functions you attend the more familiar

you will become with the seating arrangement. Keep in mind that 4-6 ushers have approximately 15 minutes to seat all of the guests. If a program is available, the ushers will hand these out at this time.

4. At most ceremonies there is a narrator that will tell you everything that is going on. He will tell you when you should stand and when you can take your seat. At the conclusion of the ceremony he will announce if there is going to be a receiving line and/or a reception.

5. The receiving line will normally be set up under cover in an area close to the ceremony. The most senior personnel will go through the receiving line first.

6. The reception is normally adjacent to the receiving line and is a good place to meet the honored guests. Keep in mind that the honored guests will try to talk to all present, so please try to keep your conversation short.

NOTE: The following policies and procedures are in effect during Change-of-Command Ceremonies and Parades:

a. Children of the outgoing commander will be seated on the front row, to the immediate right of their parents for all change-of-command ceremonies. The wife of the outgoing officer will be seated to the right of the commanding general's wife. The wife of the incoming commander will be on the front row of the left block of chairs, to the immediate left of the major unit commander and his wife, if present. The children and parents of the incoming commander, if present, will be seated to her immediate left.

b. Persons addressing groups during change-of-command ceremonies, retirement ceremonies, reviews, and other similar functions will only recognize the following personnel during the opening remarks: the commanding general, ADC(M), ADC(S), CG, III ROTC Region, their spouses, and any other active duty general officers present, distinguished visitors, and guests.

c. Speeches should be brief and to the point. The message should convey only what is necessary to be said. Do not engage in a marathon speech.

d. General Officer Flags of Retired Generals can be displayed when the General Officer(s) is/are on the reviewing stand if the ceremony is in their honor.

e. During the playing of the "National Anthem" and passing of the colors, photographers will stop photographing the ceremony and pay normal tribute to our national colors.

f. Units providing ushers should make arrangements to post additional guards around parade grounds to prevent people from crossing the parade field during the ceremony.

g. See the current 1st Infantry Division Ceremonies SOP for specific procedures governing Change-of-Command Ceremonies and Parades.

E. Other Military Customs.

1. When an officer enters a room, enlisted men not under arms uncover and come to attention unless directed otherwise. When a group of people are present, the first one to see the officer calls the room to attention.

2. It is not proper for officers to call a group of fellow officers to attention. Instead, a person is posted by the door to give the warning, "At Ease, Gentlemen," upon the approach of the senior officer. When the senior officer enters the room, the person by the door will announce, "Gentlemen, the Commanding Officer." All officers will come to attention and remain so until told to be seated.

3. When an officer enters a recreation area, personnel do not come to attention unless the officer speaks to them. In the office, the junior comes to attention, except in the transaction of routine business.

4. When a senior officer enters a building or office, his escort, or the first person to see him, will announce his entrance. This should be done by giving the order "ATTENTION" where it is feasible for people to rise quickly, or "AT EASE" when people will not be able to react quickly. When the senior officer enters an office and is announced, someone must offer to assist him as needed.

5. When accompanying a senior, the junior walks or rides to his left, except during the inspection of troops. The senior always precedes the junior through entranceways. This rule applies regardless of the sex of the people involved.

6. The word "sir" is used in military conversation by a junior officer addressing a senior officer and by all enlisted personnel in addressing officers. ("Ma'am" is used in addressing female officers.) "Sir" or "Ma'am" precedes a report or question and follows the answer to a question. For example: "Sir, Lieutenant Mills reports . . ." or "Thank you, Sir."

7. Personal Honors.

a. Officers and enlisted personnel not in formation salute at the first note of ruffles, flourishes, or the march, and maintain the salute throughout. All observers, including children, stand. When a cannon salute is fired, the person being honored, members of the ceremonial party, and all other personnel will render a hand salute throughout the firing of the cannon. Troop formations will come to present arms.

b. During the passing of the caisson or hearse in a funeral procession, military personnel will salute. Those attending the funeral, either as individuals or pallbearers, uncover and salute as prescribed in FM 22-5.

2. Uncovering (Taking off Hat).

a. Officers and enlisted personnel under arms will uncover only when:

(1) Seated as a member of or attending a court or board. (Personnel guarding prisoners do not uncover.)

(2) Entering places of divine worship.

(3) Indoors, when not at a place of duty.

(4) In attendance at an official reception.

b. Female military personnel must wear headgear when in uniform outdoors. Females will remain under cover when, under similar circumstances, it is proper for civilian women to wear hats.

c. All personnel at an indoor ceremony uncover, unless under arms. Observers do not salute during the ceremony.

F. Vehicle Protocol.

1. Military Courtesy in Vehicles.

a. On entering any type of vehicle (car, boat, or aircraft), the senior officer will normally enter first. In this manner, the senior will be sitting on the right side of the vehicle. This precludes the need for the senior to stumble over juniors so that he may sit at the right. Seniors are always given the most desirable seats. With three persons in a back seat, the junior sits in the middle.

b. In boats, juniors sit forward with seniors sitting aft. In cars, the junior sits to the left, the senior to the right. In the case of a full car, the junior will sit up front and the senior officers in the back.

c. When taking several people in your car, the senior person should be the last to be picked up. In this manner, the senior will spend the least time travelling. Also, this leaves the right seat of the car easily accessible.

d. The order of exiting vehicles is reversed from that of entering; the senior exits first and the junior last. Should the car be parked at a left-hand curb, the junior may have to exit first. In the case of aircraft, the order of exiting applies only to passengers if the senior officer is engaged in flying the plane.

e. When traveling aboard the personal aircraft of a general officer or other high ranking official, unless otherwise instructed, junior passengers should be aboard and seated where designated before the senior official arrives at the aircraft. Also, juniors remain seated until the senior has exited the aircraft at its destination.

2. Vehicle Courtesy in Everyday Life.

a. On entering any type of vehicle (car, boat, or aircraft), a younger man will follow an older man and sit where he will least inconvenience him.

b. Men accompanying women will exit a vehicle first, then hold the door and assist the woman out. The man will usually be the last to enter a car and will close the door. Customarily, the woman will be seated to the right; however, on official occasions, the officer or civil official will sit to the right with the woman on his left. If a general's aide is escorting the general's wife and the general is not present, she will sit to the right.

c. When driving a car, men should, if possible, get out to open the door for a woman or older person. If it is not feasible for him to get out, he should reach across, excusing himself, and open the door.

d. When a man is driving and a doorman opens the car door, the woman is first to exit. When a man and woman share a taxi, and are not in heavy traffic, the man should get out and come to the woman's side to hold the door and assist her from the taxi. When in heavy traffic, the person nearest the safe side exits first.

G. Flag Etiquette.

1. Displaying the National Flag.

a. The national flag should be displayed between sunrise and sunset unless other hours are designated by a proper authority. During the hours of darkness the flag must be illuminated.

b. To properly raise the flag, first unfurl it, then raise it quickly to the top of the staff. The flag is lowered slowly, with dignity, at the end of the day.

c. When displaying the flag in a church on a platform in the chapel, the flag should be on the clergyman's right with all other flags to his left, in order of precedence. If the flag is to be displayed in the body of the church, the national flag should be to the congregation's right as they face the clergyman.

2. Flag Precedence:

a. US Flag.
b. Foreign National Flags (in alphabetical order).
c. Religious Flags (from oldest religion to newest, e.g., Jewish, Christian, etc.)
d. Presidential Flag
e. State Flags (by date of entrance to the Union)
f. Organizational Flags (military by order of echelon; service flags in the following order: Army, Marine Corps, Navy, Air Force).
g. Personal Flags (by order of rank)

3. State Flag Precedence:

Delaware	7	Dec	1787
Pennsylvania	12	Dec	1787
New Jersey	18	Dec	1787
Georgia	2	Jan	1788
Connecticut	9	Jan	1788
Massachusetts	6	Feb	1788
Maryland	28	Apr	1788
South Carolina	23	May	1788
New Hampshire	21	Jun	1788
Virginia	25	Jun	1788
New York	26	Jul	1788
North Carolina	21	Nov	1789
Rhode Island	29	May	1790
Vermont	4	Mar	1791
Kentucky	1	Jun	1792
Tennessee	1	Jun	1796
Ohio	1	Mar	1803
Louisiana	30	Apr	1812
Indiana	11	Dec	1816
Mississippi	10	Dec	1817
Illinois	3	Dec	1818
Alabama	14	Dec	1819
Maine	15	Mar	1820
Missouri	10	Aug	1821
Arkansas	15	Jun	1836
Michigan	26	Jan	1837
Florida	3	Mar	1845
Texas	29	Dec	1845
Iowa	28	Dec	1846
Wisconsin	29	May	1848
California	9	Sep	1850
Minnesota	11	May	1858
Oregon	14	Feb	1859
Kansas	29	Jan	1861
West Virginia	20	Jun	1863
Nevada	31	Nov	1864
Nebraska	1	Mar	1867
Colorado	1	Aug	1876
North Dakota	2	Nov	1889
South Dakota	2	Nov	1889
Montana	8	Nov	1889
Washington	11	Nov	1889
Idaho	3	Jul	1890
Wyoming	10	Jul	1890
Utah	4	Jan	1896
Oklahoma	16	Nov	1907
New Mexico	6	Jan	1912
Arizona	14	Feb	1912
Alaska	3	Jan	1959
Hawaii	21	Aug	1959

4. Rules for Displaying the National Flag.

a. Displaying the flag over the middle of a street. Suspend the flag vertically with the stars to the north on an east-west street, or the east on a north-south street.

b. Displaying the national flag with another flag from crossed staffs. The national flag is on its own right with its staff crossing in front of the staff of the other flag's staff.

c. Flying the flag at half-staff. The flag is raised to the top of the staff for a couple of seconds, then lowered slowly to the half-staff position. Before lowering the flag at the end of the day, it is once again raised to the top of the staff.

d. State or other flags flying on the same pole as the national flag. The national flag is raised first and lowered last.

e. Suspending the flag over a sidewalk from a house. Hoist the flag out from the building, stars first. If on a staff, raise the flag to the top of the staff, unless the flag is to be flown at half-staff.

f. Using the flag to cover a casket at a funeral. The flag is placed with the stars at the head over the left shoulder. The flag is not to be lowered into the grave or allowed to touch the ground.

g. Displaying the flag against a wall or in a window. The flag is hung flat, either horizontally or vertically, with the stars uppermost and to the observers left. The flag is never used for festoons, rosettes, or draping. (Red, white, and blue bunting is available for such uses.)

h. Carrying the national flag in any procession with other flags. The US flag occupies the honor position, either at the right of the other flags, or centered on and in front of a line of other flags.

i. Displaying the flags of several countries. In times of peace, no country's flag may be flown above the flag of another country. Flags of similar sizes will be flown from separate staffs of similar heights.

j. Using the flag at an unveiling of a monument. The flag is never used as the drape over the monument. It should be hung aloft to become a feature of the ceremony.

k. Every precaution should be taken to prevent the flag from touching the ground or floor, or to brush against other objects, or to otherwise become soiled.

l. Federal law prohibits the registering of any trademarks consisting of or compromising "the flag, coat of arms, or other insignia of the United States or any simulation thereof."

5. Disposing of National Flag. When a flag is no longer suitable for display, it will not be cast aside or used in any way that may be viewed as disrespectful. If an unservicable flag is not retained and preserved for

historical purposes, it will be destroyed privately, preferably by burning.

6. Flag Designations. When carried dismounted, the flag is referred to as "the Colors." If flown from a ship, the flag is the "Ensign." A "Standard" is carried by car, truck, tank, or horseback.

H. Forms of Address and Precedence.

1. Forms of Address

a. The following general rules apply to written and oral exchanges with distinguished Americans and foreigners.

(1) In addressing a foreign ambassador "His/Her Excellency" is used. When it is written out, it goes on the line above and a little to the left of the name. It is occasionally abbreviated as "H.E." immediately preceding the name, but this format is less acceptable.

(2) In addressing American Ambassadors and other high government officials, "The Honorable" is used. The title remains with the person, even after retirement. "The Honorable" is written on the line above and slightly to the left of the name. It may be abbreviated to "The Hon." or "Hon.," but this is not the prefered American social usage.

b. When a couple is invited to a function because of one of their official positions, they are addressed by the official title followed by the spouse's name. For example:

Dear Mr. Secretary and Mrs. Doe

NOTE: When addressing the above in conversation, they are to be referred to as "Mr. Ambassador" or "Mr. Secretary." On some occasions it may be desirable to use both individual's titles. In general, though, this is too cumbersome.

2. Precedence. Precedence is defined as priority in place, time, or rank. The order of precedence among civil officials and Department of Defense personnel follows:

a. The President
b. The Vice President
c. Governor of a State (when in his/her own state) according to each state's entry into the union.
d. The Speaker of the House of Representatives
e. The Chief Justice of the Supreme Court
f. Former Presidents of the United States
g. The Secretary of State
h. Ambassadors of Foreign Countries (in order of presentation of credentials)
i. Ministers of Foreign Countries (only chiefs of diplomatic missions in order of presentation of credentials)
j. Associate Justices of the Supreme Court (by date of appointment)

k. The Cabinet (other than the Secretary of State)
   (1) The Secretary of the Treasury
   (2) The Secretary of Defense
   (3) The Attorney General
   (4) The Secretary of the Interior
   (5) The Secretary of Agriculture
   (6) The Secretary of Commerce
   (7) The Secretary of Labor
   (8) The Secretary of Health and Human Services
   (9) The Secretary of Education
   (10) The Secretary of Housing and Urban Development
   (11) The Secretary of Transportation
   (12) The Secretary of Energy

l. The President Pro Tempore of the Senate

m. Former Governors

n. Senators (according to number of years served)

o. Governors of States (not their own; by either date state was admitted to the union or alphabetically by state)

p. Acting Heads of Executive Departments

q. Former Vice Presidents of the United States

r. Congressmen (according to years continuous service. If the above is the same, by date the state was admitted to the union or alphabetically by state.

s. Delegates of Territories (Puerto Rico, Guam)

t. Charge D'Affaires of Foreign Countries

u. Former Secretaries of State

v. Deputy and Under Secretaries of Executive Departments

w. Secretaries of Military Departments (Army, Air Force, Navy and Marine Corps by date of appointment)

x. Chairman, Joint Chiefs of Staff

y. Retired Chairmen, Joint Chiefs of Staff (by date of appointment)

z. Members, Joint Chiefs of Staff (by date of appointment)

aa. Retired Service Chiefs

bb. Five Star Generals and Admirals

cc. Director, Central Intelligence Agency

dd. Commandant of the Coast Guard

ee. US Ambassadors (accompanying foreign chiefs on a state visit)

ff. US Ambassadors (on assignment within the United States)

gg. Assistant Secretaries of Executive Departments (by date of appointment)

hh. Judges, US Court of Military Appeals

ii. Under Secretaries of Military Departments (in the following order: Army, Navy, Air Force)

jj. Governors of Territories

kk. Four Star Generals and Admirals

ll. Assistant Secretaries of Military Establishments (by date of appointment within each service)

mm. The Special Assistant to the Secretary and Deputy Secretary of Defense

nn. Assistants to the Secretary of Defense

oo. General Counsels of Military Departments

pp. Deputy Under Secretaries of Defense (by date of appointment)

qq. Three Star Military

rr. Principal Deputy Assistant Secretaries of Defense and Deputy General Counsel of the Department of Defense (by date of appointment)
ss. Former Foreign Ambassadors
tt. Former US Ambassadors and Ministers of Foreign Countries
uu. Ministers of Foreign powers (not heads of missions)
vv. Civilian Aides to the Secretary of the Army
ww. Deputy Assistant Secretaries of Executive Departments and Deputy Counsels
xx. Deputy Under Secretaries of the Army, Navy, and Air Force (by date of appointment)
yy. Counselors of Foreign Embassies
zz. Consul Generals of Foreign Powers
aaa. GS-18
bbb. Two Star Military (Rear Admiral)
ccc. Deputy Assistant Secretaries of Military Departments (by date of appointment)
ddd. Heads of Offices, Office of the Secretary of Defense
eee. GS-17
fff. One Star Military (Commodore)
ggg. Heads of Offices of Military Departments
hhh. Foreign consuls
iii. GS-16
jjj. Colonels and Captains, GS-15
kkk. GS-14
lll. Lieutenant Colonels and Commanders, GS-13
mmm. GS-12
nnn. Majors and Lieutenant Commanders
ooo. GS-11
ppp. Captains and Lieutenants
qqq. GS-10
rrr. First Lieutenants and Lieutenants j.g., GS-9
sss. GS-8
ttt. Second Lieutenants and Ensigns, GS-7

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7. Army Social Customs, The Stackpole Company, Harrisburg, PA

NOTE: These and other references are available from most local libraries. Not all of these books were used in this handbook, but are listed as references to the books that were used.

* U.S. GOVERNMENT PRINTING OFFICE : 1985—567-480/20057